



## CITY OF ATLANTA

Kasim Reed  
Mayor

SUITE 1900  
55 TRINITY AVENUE, SW  
ATLANTA, GA 30303  
(404) 330-6204 Fax: (404) 658-7705  
Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

October 1, 2014

Dear Potential Proponents:

**Re: FC-7383, Architectural, Engineering and Design Services**

Attached is one (1) copy of **Addendum Number 5**, which is hereby made a part of the above-referenced project.

For additional information, please contact Ms. Cristi C. Walker, Contracting Officer, at (404) 865-8996 or by email at [ccwalker@atlantaga.gov](mailto:ccwalker@atlantaga.gov).

Sincerely,

  
Adam L. Smith

ALS/ccw

## **ADDENDUM NO. 5**

This Addendum No. 5 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Change to Requirements for Form 4.1 – Certificate of Insurance Ability**

Portions of the solicitation documents are hereby amended, which shall replace and supersede the original solicitation documents and any prior addenda only as to the portions of the documents expressly amended, as follows:

- **Table of Contents; Part 4: Required Submittal Forms**

Form 4.1: Certification of Insurance Ability – N/A

- **Part 1: Information and Instructions to Proponents**

**10. Insurance and/or Bonding Requirements:** The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFP are set forth in Appendix B- Insurance and Bonding. Proponent must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Proponent, if any. For purposes of this section, “Proponent” shall mean an individual, corporation or other corporate entity submitting a proposal in connection with this solicitation, including each joint venture partner if Proponent is a joint venture.

- **Part 2: Contents of Proposals/ Required Submittals; C. Contents of Proposals; 2. Summary; B. Information Provided by a Proponent on Forms Provided by the City -**  
Form 4.1: Certification of Insurance Ability - N/A

- **Part 2: Contents of Proposals/ Required Submittals; C. Contents of Proposals; 2. Summary; C. Forms Included in the Agreement Documents attached to this RFP-ADD: 5.** Proponent must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Proponent, if any. For purposes of this section, “Proponent” shall mean an individual, corporation or other corporate entity submitting a proposal in connection with this solicitation, including each joint venture partner if Proponent is a joint venture.

- **Replacement of Form 9 Referenced in Addendum No. 2**

Part 4; Required Submittal Forms; Form 9 – Required Submittal Checklist: Form 9 is hereby substituted and replaced with amended Form 9 attached to this Addendum No. 5 as Attachment No. 1.

- **Modification of Proposal Due Date**

Proposals are due on **Wednesday, October 8, 2014** and should be time stamped in no later than **2:00 P.M. ET** and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**No Additional Questions Will Be Answered**

**\*\*All other pertinent information is to remain unchanged\*\***

**Acknowledgment of Addendum No. 5**

**Proponents must sign below and return this form with Proposal response to the Department of Procurement.**

Proponents must sign below and return this form with Proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 5 for **FC-7383, Architectural, Engineering and Design Services** on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Company Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# **ATTACHMENT NO. 1**

## **FORM 9**

### **Required Submittal Checklist**

**(FORM 9)**  
**Required Submittal Checklist (Rev. 10/01/14)**

The following submittals shall be completed and submitted with each Proposal see table below “Required Proposal Submittal Check Sheet.” Please verify that these submittals are in the envelope before it is sealed. *Disclaimer:* It is each Proponents sole responsibility to ensure that their proposal to the City is inclusive of all required submittal documents outlined on the below-referenced checklist; as well as within other parts of the solicitation document.

Submit one (1) Original Proposal, signed and dated, and ten (10) complete copies of the Original Proposal including all required attachments.

In addition to the hard copy submissions, each Proponent shall submit two (2) digital versions of its Proposal Submission in Adobe Portable Document Format (“PDF”) on compact disk (CDs). CD One (1) version should be a duplicate of the hard copy of the Proposal with no deviations in order or layout of the hard copy proposal. CD Two (2) version should be a redacted version of the hard copy Proposal Submission. Please refer to the Georgia Open Records Acts (O.C.G.A. § 50-18-72) for information not subject to public disclosure.

The City assumes no liability for differences in information contained in the Proponent’s printed Proposal Submission and that contained on the CDs. In the event of a discrepancy, the City will rely upon the information contained in the Proponent’s printed material (Hard Copy). Each CD should be labeled with the Project Number, Project Name, and the CD Number.

Item Number	Required Proposal Submittal Check Sheet	Check (✓)
1	<b>Appendix A - Office of Contract Compliance (Required Submittals Included)</b>	( )
2	<b>Part 2; Informational Proposal; Volume I Contents</b>	( )
3	<b>Part 4; Required Submittal Forms; Volume II Contents (if any of the required submittal documents are not submitted or incomplete within your Proposal submittal package, your firm may be deemed non-responsive).</b> Required Submittals include but are not limited to: <ul style="list-style-type: none"> <li>• Form 1-Illegal Immigration Reform and Enforcement Act Forms</li> <li>• Form 2 – Contractor Disclosure Form</li> <li>• Form 3 – Proponent Financial Disclosure</li> <li>• Form 4.1 – N/A</li> <li>• Form 5 – Acknowledgement of Addenda</li> <li>• Form 6 – Proponent Contact Directory</li> <li>• Form 7 – Reference List</li> <li>• Form 9 – Required Submittal Checklist</li> <li>• <u>Authority to Transact Business in Georgia</u></li> <li>• <u>Certificate of Insurance</u></li> </ul>	( )
4	<b>Exhibit A.1; Cost Proposal</b>	( )
5	<b>Proponent's Official Company Name:</b> <b>Company Physical Address:</b>	
6	<b>President/Vice President/Owner</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Office Telephone Number:</b> _____ <b>Direct Cell Telephone Number:</b> _____	
7	<b>Primary Point-of-Contact Concerning RFP:</b> _____ <b>Title:</b> _____ <b>Office Telephone Number:</b> _____ <b>Direct Cell Telephone Number:</b> _____ <b>Email Address:</b> _____	